



City of Takoma Park Maryland LANDLORD CERTIFICATION PROGRAM

Takoma Park City Code Chapter 6.08.040(B)1 requires the certification of all owners of rental housing properties - or their registered agents - to be certified by the City prior to the issuance of any rental housing license.

Certification can be obtained in one of two ways: 1) by attending one of the monthly seminars offered by the City of Takoma Park's Housing and Community Development Department or 2) by successfully completing a written exam. The certification process is designed to provide landlords and their agents with a working knowledge of the laws governing the management, operation, maintenance and sale of rental housing property in Takoma Park.

The certification remains valid for a period of three years and must be renewed before a rental housing license may be issued.

CERTIFICATION SEMINAR

To obtain the required certification, a landlord or their registered agent may elect to attend one of the 90-minute seminars offered on a monthly basis at the Takoma Park Community Center, 7500 Maple Avenue, Takoma Park. To qualify for certification under this option, the participant must attend the entire seminar. There is no cost to attend the seminar.

Participants are encouraged to preregister for the seminar.

Landlord Certification Seminar 2012 Seminar Schedule			
Date	Start Time	Date	Start Time
January 19	9:00 AM	July 19	9:00 AM
February 16	7:00 PM	August 16	7:00 PM
March 15	9:00 AM	September 20	9:00 AM
April 19	7:00 PM	October 18	7:00 PM
May 17	9:00 AM	November 15	9:00 AM
June 21	7:00 PM	December 13	7:00 PM

CERTIFICATION EXAMINATION

Alternatively, landlords and property managers may choose to take a written exam. The exam consists of a series of multiple choice and true/false questions covering a wide range of topics including licensing requirements, property maintenance code, landlord tenant relations ordinance, rent stabilization, the Commission on Landlord Tenant Affairs (COLTA), and the first opportunity to purchase ordinance.

To obtain the required certification, 90 percent of the questions must be answered correctly. The exam may be taken up to two times during any one month period. Individuals electing to take the written exam are encouraged to also attend one of the monthly seminars offered by the Housing and Community Development Department.

Copies of the exam are available at the Housing and Community Development Department. The exam is also available on-line and can be found on the City of Takoma Park's web site at:

<http://www.takomaparkmd.gov/hcd/documents/Certification%20Exam%20%20Apr%202009.pdf>

For more information on the Takoma Park Landlord Certification program, please contact

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Code Enforcement Division
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www.takomaparkmd.gov